

Tasking Memorandum No. 00-15

Memorandum For Cdrs DCMDs, DCMC CAOs

Subject: Upcoming PC Deployment

Date: October 19, 1999

Target Audience: Cdrs DCMDs, DCMC CAOs

Suspense Date: October 29, 1999

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Requirements:

- DCMC Districts and CAOs are responsible for:
 - Providing an on-site Technical Representative within their organization who has the skills and authority necessary to act on the site's behalf in dealings with Compaq representatives during delivery, installation, and file transfer service.
 - Providing the physical access, required resources, and LAN access to the files to perform the installation and on-site file transfer service.
 - Ensuring users back up their data files to the location or media the organizations designate.
- We have a list of POCs for these tasks from our last deployment. However, we need verification of this information, as well as email and phone numbers. Please visit http://www.dcmc.hq.dla.mil/Dcmc_ab/tawg/schedule.htm to verify the POC for the sites pertinent to your district or CAO. Once this is done, please email verification or changes of this information to: **Pat Beall**, Compaq Customer Services Engineer, pat.beall@compaq.com (703) 826-2620 no later than **October 29, 1999**.
- Background: DCMC recently purchased a large amount of computer hardware and services in support of the Command's lifecycle replacement policy. **The first of the new PC's will be arriving November 1, 1999. We expect all deliveries and installations will be completed by the end of calendar year 1999.**
- Our vendor/partner this year is Compaq Computer Corporation. Compaq will:
 - Install assigned PC drive mappings to the appropriate server drive.
 - Assist the DCMC system administrators with Internet Protocol (IP) address assignments.
 - Prepare for storage the PCs that are being replaced.
 - Restore users' backed up data files from whatever location or media the end users selected (e.g., server hard drives, and LS 120 disks).
 - Verify each PC is functional and working properly, and repair or replace those that aren't.
- DCMC Headquarters will contact each delivery site and:
 - Inform them of the number of PCs that will be delivered and answer questions about the deployment.
 - Remind all sites that a Compaq Representative will be contacting them before the PCs are deployed and will be asking the site's representative to choose a date and time for the Installation and File Transfer Service to occur. ***Note: Once the site representative has chosen a delivery date, there will be little or no subsequent flexibility in the schedule,*** due to the large volume of items being shipped.
- Additional Information can be found at http://www.dcmc.hq.dla.mil/Dcmc_ab/tawg/schedule.htm

Points of Contact for Further Information:

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Ltc. Abel Carreiro DCMDW-F, Information and Technology Team, (310) 900-6127, acarreiro@dcmdw.dla.

Signature:

A handwritten signature in black ink, appearing to read 'Michael Williams', written over a horizontal line.

MICHAEL WILLIAMS
DCMC Information Officer